



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



Human Resources

OCT 24 2005

Ms. Nancy H. Kichak
Acting Associate Director for Strategic Human Resources Policy
U.S. Office of Personnel Management
Room 6500
1900 E Street, N.W.
Washington, DC 20415-9800

Dear Ms. Kichak:

This transmits the Office of Secretary of Defense, Washington Headquarters Services' (OSD/WHS) Fiscal Year (FY) 2005 Disabled Veterans Affirmative Action Program (DVAAP) Report. Most notably, in FY 2005 we gained 1,039 new hires. Of this number, 21.4 percent (222) are veterans, and 4.5 percent (47) are disabled veterans. The following organizations are covered by this report:

Office of the Secretary of Defense
Joint Staff
Defense Advanced Research Projects Agency
Defense Legal Services Agency
Defense Security Cooperation Agency
Missile Defense Agency
Pentagon Force Protection Agency
American Forces Information Service
Defense Prisoner of War/Missing Personnel Office
Defense Technology Security Administration
DoD Counterintelligence Field Activity
DoD Test Resources Management Center
Office of Economic Adjustment
TRICARE Management Activity
U.S. Court of Appeals for the Armed Force
Washington Headquarters Services

Outlined below, in accordance with Subpart C of Part 720 of U.S. Title 5, Code of Federal Regulations is information on the recruitment strategies implemented by the agency. Also attached is the annual DVAAP Plan Certification.



Internal and External Recruitment Strategies

The OSD/WHHS FY05 Corporate Recruitment Strategy developed in our Human Resources Directorate (HRD) outlines the strategies used to identify/increase the representation of people with disabilities (PWD) in our workforce. It includes a college visitation plan and the rationale/factors considered for visiting particular schools. Likewise, it addresses outreach strategies used, e.g., college visits, targeted advertising, career fairs (focused on events that highlight diversity, hard-to-fill, public service, etc.), and establishing relationships with disabled and veterans' associations.

During FY 2005, OSD/WHHS personnel and recruitment specialists devoted significant efforts to the Department of Defense Transition Assistance Program (TAP) utilizing the military population as a source of recruitment. The TAP is designed to provide career training, identify employment opportunities, tuition assistance, job referral, spousal support and resume assistance to military personnel separating and/or retiring from active duty military service. TAP has also established partnerships with disabled veterans associations and employment readiness programs. OSD/WHHS personnel and recruitment specialists attended the following Washington, DC metro area military institutions in FY 2005:

- Anacostia Naval Annex
- Andrews Air Force Base
- Bolling Air Force Base
- Fort Meade
- Fort Myer
- Naval Annex
- Walter Reed Army Hospital

To attract external applicants, OSD/WHHS personnel and recruitment specialists visited the following conferences, job fairs and recruitment events with diverse populations (including disabled veterans):

- U.C. Berkeley Job Fair
- Gallaudet University
- Georgetown University Career Fair
- Careers/Disabled Career Fair
- Public Service Recognition Week Expo
- Deaf & Hard of Hearing in Government
- Asian Pacific American Job Fair
- Engineering/Technology Expo
- Congressional Black Caucus Foundation Diversity Job Fair
- International Students-SAIS Job Fair
- Salute Americas Heroes Conference (Veterans/PWD)

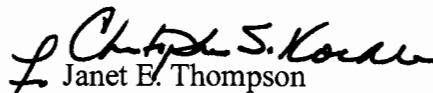
Additionally, vacancy announcements are posted throughout all OSD/WHS facilities as well as WHS, Human Resource Services Center (HRSC). Annual briefings are conducted to WHS/OSD Administrative Officers on recruitment strategies and initiatives for hiring disabled veterans. We advertise on-line in the Employer Assistance Referral Network (PWD) and *go-Defense.com* websites; these websites help veterans navigate career possibilities and hiring procedures more easily. An upcoming FY 2005 recruitment initiative includes advertisements in the *Careers and Disabled Magazine* in the spring of 2006, and the *Ability Magazine* (PWD) in the summer of 2006.

OSD/WHS offers a myriad of career development training through various venues including the Management Defense Center; Federal Executive Institute; APEX; National Security Studies Program and the Defense Leadership and Management Program. These programs primary purpose is to develop and prepare employees for career progressions to management and leadership positions within the Federal workforce. During FY 2005, there were approximately 182 employees who participated in career development programs¹ and/or individual training courses. Of the 182 employees who participated in training, 29.7 percent (54) are veterans; 2.7 percent (5) are disabled veterans.

Managers are reminded, via letter with each selection certificate, of their affirmative action responsibilities. Our efforts to improve internal hiring opportunities for disabled veterans are enhanced by our local Merit Staffing policy, which instructs that vacant positions shall be filled from among the best-qualified candidates. Veterans with 30 percent disability are considered non-competitive applicants and are placed on selection certificates, if qualified.

If you have any questions concerning this report, please contact Ms. Aida M. Muccio, Acting Assistant Director, Equal Employment Opportunity Programs Division, at (703) 699-1805.

Sincerely,


Janet E. Thompson
Director

Attachment:
As stated

¹ Some employees participated in more than one training program.

**Annual Disabled Veterans Affirmative Action Program (DVAAP)
Plan Certification –Fiscal Year 2006**

Please type or print clearly and return this sheet **with an original signature** to:

Nancy H. Kichak
Acting Associate Director for Strategic Human Resources Policy
U.S. Office of Personnel Management
1900 E Street, NW, Room 6500
Washington, DC 20415-9800

IDENTIFYING INFORMATION

A. Name and Address of Agency

Office of the Secretary of Defense
Washington Headquarters Services
Personnel & Security Directorate
2521 South Clark Street, Suite 5000
Arlington, VA 22202

B. Name and Title of Designated DVAAP Official (Include address, if different from above)

Telephone and FAX Numbers

Janet E. Thompson
Director, Human Resources

(703) 699-1800

C. Name and Title of Contact Person (Include address, if different from above)

Telephone and FAX Numbers

Aida M. Muccio
Acting Assistant Director, EEOPD

(703) 699-1807 FAX: (703) 601-2307

CERTIFICATION: I certify that the above named agency (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by 38 USC § 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management, (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan, (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan, and (4) that such plans are available upon request from field offices or installations.

SIGNATURE Janet E. Thompson **DATE** 10/24/05
Janet E. Thompson, Director, Human Resources